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RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE

11 March 1954

Acting Management Officer, MIS
Office of the Comptroller
Chief, Records Management Branch

Weekly Report - Week ending 10 March 1954

SUMMARY OF PROJECTS

| | | |
|--|---------------------|------|
| Weekly Report - Week ending 3 March 1954 | Projects in Process | 49 |
| This Week: | Projects in Process | 18 * |
| Added during week: | 0 | |
| Completed during week: | 0 | |
| Change | 0 | |

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

Informational material on the reports and correspondence management programs was discussed with representatives of the Medical Office. A determination will be made by that office as to when we should proceed with these phases of the program.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

Special clearances have not yet been obtained for the analyst assigned to this office. This delay is causing some inconvenience in doing this job.

Project - 4-78 - Records Management Survey, Office of General Counsel

Tentative agreements have been reached to provide for a more realistic grouping of records of the various offices. Such rearrangement will provide for the elimination of some files and provide better reference service.

Project 4-79 - Records Management Survey, FBID

The files of the Chief, FBID, and the administrative office, have been established and all 1954 material has been classified and filed up to date. The analysts are continuing the training of the personnel responsible for these files while installing the system in the other Branches and Staff offices.

Project 4-80 - Agency-wide Microphotography Survey

A draft of instructions, forms and other material necessary to conduct the survey have been completed.

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Project 4-81 - Security Desk Trays

As a result of a meeting with the Assistant Chief, Physical Security Branch, it appears necessary to eliminate locks from the security desk trays and substitute a latching device. This project will be delayed until the Security Office submits a written statement pertaining to their recent suggestion.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - [] 25X1

Some revisions in the secondary categories of the primary heading "Personnel" have been made following a meeting with representatives of the Personnel Office. These changes are now under consideration by that office and their approval is anticipated.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

A schedule for the regular depositing of vital materials by the Logistics Office has been agreed to and put into effect. The Logistics Office has issued an office instruction pertaining to the vital materials program.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of Biographic Register material for vital materials deposit is continuing.

Project 4-85 - FI Information Reports

Tests of a combination record copy - offset master set were made and are continuing this week to meet requirements of small stations not possessing hectograph duplicating facilities. Requisitions for test supplies of the dual-master system were approved by DD/P and hand-carried to Procurement Division/LO for purchase.

Project 4-86 - Forms Index

Processing has now been completed on all Agency forms. Standard forms and forms carrying other agency designations but used by this Agency are now in process of conversion to the punch card system of indexing.

Project 4-91 - Review of Records Management Program, Logistics Office

Seventy (70) items covering an estimated 446 linear feet of records have been listed.

Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

A letter has been written to the Archivist of the United States, outlining the need for the transfer of certain records from the SEC to this Agency.

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Project 4-94 - Office of the Comptroller Reports Management Program

Awaiting outcome of the review by that office of the proposed Program Guide.

Project 4-95 - Forms Management Handbook

This project has been approved and preliminary work towards developing an outline is beginning immediately.

Project 4-96 - Vital Materials Handbook

The development and the writing of this handbook are continuing.

Project 4-97 - Records Disposition Handbook

No activity.

General Information:

1. Records Center

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b. 244 cu. ft. (Records Center boxes) were accessioned from the Circulation Branch, Library Division, OCD. This constitutes one year's accumulation of military and State attache information reports for the last half of the calendar year 1950 and the fiscal year 1951.

c. We have received a request from Mr. Johnson, Assistant to the Executive Secretary, National Security Council, to visit the Records Center with one or two members of his staff. Arrangements will be made accordingly.

2. Request to Install Agency Filing System in DD/I

As the result of a request received from [] arrangements have been made to install the proposed Agency filing system in the Office of the DD/I. If this appears to be a sizable undertaking, a project will be developed.

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3. Request for Information on Reports and Correspondence Management Programs by Security Office.

25X1 [] Area Records Officer for the Security Office, has requested information pertaining to reports and correspondence management programs.

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Report for Week Ending 10 March 1954 for RECORDS SYSTEMS SECTION

Vital Materials:

A schedule for the depositing of vital materials in the Logistics Office has been established.

Responsibility for the depositing of the National Intelligence Digest has been transferred from the Office of National Estimates to the Office of Collection and Dissemination, Top Secret Control Office.

Mr. Johnson of the National Security Council has expressed a desire to inspect the Repository. He would like Mr. Coyne, who handles security matters for NSC, and Miss Kemple, who is responsible for handling the vital materials in NSC, to accompany him on this visit to the Repository.

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FBID:

The executive files of FBID have been established and all 1954 material has been classified and filed up to date. The analysts are continuing the training of the personnel responsible for these files while installing the system in the other Branches and Staff offices.

Filing Handbook:

Some revisions in the secondary headings of the primary heading "Personnel" have been made following a meeting with representatives of the Personnel Office. These changes are now under consideration by the Personnel Office and their approval is anticipated.

Security Desk Trays:

At a meeting with [] Assistant Chief, Physical Security Branch, Security Office, we were informed that in the opinion of the Security Office, security desk trays should be made without locks. Mr. [] will document their position in a memorandum to this office. Following this discussion with [] the Safemaster Company was contacted and requested to submit a suggested revised latching device which they promised to do within the next few days.

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25X1 Arrangements have been made to install the proposed Agency Filing system in the files of [] in the Office of the DD/I.

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Report of the RECORDS CENTER for the week ending 9 March 1954

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[redacted] Real Estate and Construction Division, inspected the Center in order to determine the feasibility of remaining in this building for another year. He appeared to feel that occupancy could be arranged for that period of time.

Arrangements were made with the Regulations Control Staff to hold the negatives used for printing regulations, to be used for possible reruns.

Termites were discovered in the Center. [redacted] of Logistics was contacted. He came over and exterminated them with the use of Varsol.

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Two hundred forty-four cubic feet of records were accessioned from the Circulation Branch, Library Division, OCD. This constitutes one year's accumulation of reference copies. If the reference activity on these records is not too great the next year's accumulation will be accessioned also.

The Agency Credit Union has forwarded twelve cubic feet of their records for storage in the Records Center. It seemed advisable to accept these records even though they are not official Agency documents.

The activity in supplemental distribution continues at the same high level in both receipts and items furnished.

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Report for Week Ending 10 March 1954 from
FORMS MANAGEMENT SECTION

A memorandum proposing transfer of the function of final-type forms copy preparation from P&RD/LO to this office was submitted to Mr.

25X1 [] 3 March 1954.

Completed initial distribution of the DAF Management Summary Sheet and the OOAMA Management Bulletin to all Area Records Officers 4 March 54.

Corrections to art work for Vue-Graph and 35mm training slides continued to be made by Graphics, ORR and P&RD/LO.

Considerable time was devoted to further perfecting the FI Information Reporting System. Tests of a combination, record copy - offset master set were made and are continuing this week to meet requirements of small stations not possessing hectograph duplicating facilities. Requisitions for test supplies of the dual-master system were approved by DD/P and hand carried to Procurement Div/LO for purchase.

25X1 [] which had been rewritten to reduce contents to one page was forwarded to [] 5 March 54. Sketches of two posters supplementing and implementing the notice have been developed. More comprehensive artists sketches will be prepared by Graphics for coordination and approval.

A standardized procedure was established with the Logistics Office insuring an automatic initial distribution to this office of copies of all forms procured from sources outside the Agency. Forms are required for numerical, functional and vital materials files.

All agency forms have been carded for the forms index; operations have started on Standard, DD and other government agency forms used by CIA. MRD punching operations have been held up this week because of the

25X1 absence of []

25X1 []

Provision has recently been made to maintain a record of actions taken on all other government agency forms applicable to CIA and to include such forms in our functional files. Standard Forms and the forms of the military departments are being used in increasing numbers by the agency and form a substantial portion of the total work load. A renewed effort will be made in the coming week to resolve difficulties in obtaining supplies of certain forms from the Army.

Individual actions of the past week are reflected as follows:

| No. of Requisitions | No. of Copies |
|----------------------|---------------|
| New 13 | 24,700 |
| Revisions 8 | 61,000 |
| Reprints* 15 | 111,500 |
| Other Agency | |
| Forms (All types) 18 | 10,500 |
| Totals 54 | 207,700 |

* Includes 1 overprint (250 copies)

Forms Obsolete 2

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Report for week ending 10 March 1954 for RECORDS DISPOSITION SECTION

Logistics:

The analyst assigned to this office continues to inventory their records holdings. / Seventy (70) items covering an estimated 446 linear feet of records have been listed. /

General Counsel:

In the development of an overall plan for maintaining legal records, / tentative agreements have been reached to provide for a more realistic grouping of records of the various offices. Such rearrangement will provide for the elimination of some files and provide better reference service. /

Office of Scientific Intelligence:

✓ Special clearances have not yet been obtained for the analyst assigned to this office. This delay is causing some inconvenience in doing this job.

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Report for week ending 9 March 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

1. Program Promotion

a. Medical Office - [] met with the 25X1
Chief, Medical Staff, his Acting Administrative Officer, and the Chiefs of
Divisions, and presented briefs on the reports and correspondence manage-
ment programs. Unfortunately, the Acting Administrative Officer who arranged
the meeting led us to believe that the Division Chiefs were fairly familiar
with the Agency's Records Management Program. This did not prove to be
true. It was therefore necessary to cover the Program in general before
describing the aspects of reports and correspondence management. Interest
was aroused as the meeting continued. However, time did not permit a
sufficient discussion for the Staff to arrive at any definite conclusions.
Accordingly, we left reading material on both programs which will provide
a basis for a more concrete discussion at a later date. The Chief of the
Medical Staff will contact us for this meeting.

b. Security Office - [] Security Office Area Records Officer, 25X1
met with our staff to discuss improving activity reporting systems. He
was primarily seeking literature on the subject. However, there was nothing
of a specific nature to offer him. We therefore discussed the problem in
general and offered further assistance once he had determined what the
Director of Security desired in the way of activity information. [] 25X1
was very enthusiastic over the possible benefits of reports and correspon-
dence management programs. We therefore furnished him with program
literature and proposed a later discussion.

2. Program Publicity - Completed and submitted to [] an illustrated 25X1
prospectus on correspondence management.

3. Program Regulations - Drafts of the over-all regulation on records
management and the specific ones on reports and correspondence management
are approximately 75% complete.

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[]
Chief, Reports and Correspondence
Management Section